

## CIVIL IN COURT

Effective Date Statewide: June 2, 2006	Revision Date
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## CIVIL IN COURT

### **Description:**

*A minute entry is a written summary of what occurs at either a bench trial or a jury trial. The minute entry is not the official record of the court.*

### **Reference:**

*CORIS Training Guide*

### **Overview:**

*The clerk produces a minute entry in a case whenever a bench trial or jury trial is held. This is a written summary of what occurred in a trial. The minute entry must include who was present, what time the hearing occurred, how it was recorded and what transpired at the trial. If a trial lasts multiple days, a separate minute entry should be created for each day. These minute entries are to be printed and placed in the file.*

### **Procedure/Computer Entry:**

## CIVIL IN COURT

### To Create a Minute Entry:

1. From the **Primary Menu**, select **Case > In Court > New Minutes** - This will go to the **Individuals Present** Screen.

**Individuals Present**

Hearing/Trial Certificate of Notification Print Index Continuance Toolbox

Case: 050000131 Contracts Case Assigned Judge: thanson

Last Name: GOODBAR First Name: LOOKING Find Case

Case Name: MONDS, NUTTY vs. GOODBAR, LOOKING

Date: 12/29/2005 Reporter: Reporter

Judge: HANSON, TIMOTHY R. Commissioner: Commissioner

Tape: Count: Telephone Conference

1 Copies of Minutes

No Parties Present Type of Signature Line: Type of Signature Line

Parties Present Clear Note Enter Exit

Print Barcode

Audio Video CAT/CIC None

2. In this screen do the following:
  - A. Confirm date the trial took place
  - B. Confirm that the correct Judge/Commissioner is selected.
  - C. Enter the tape number or disc number in the **Tape** box.
  - D. Enter the time or range of time the trial occurred in the **Count** box.
  - E. Select the type of recording device. If the trial is not recorded select **None** in the recording type box.
  - F. Select **No Parties Present**, if no parties are present.

Fields

Information Needed:

## CIVIL IN COURT

Commissioner	Must be the commissioner for the hearing that date.
Copies of Minutes	The number placed in this box will determine how many copies of the minutes will print. (Quantity may also be adjusted in the Print Index).
Count	Actual time or range of time.
Date	Date must be the actual hearing date.
Judge	Select Judge presiding over the trial, which may not be the assigned Judge.
Print Barcode	If this box is selected a bar code will print at the end of the minute entry. (This is used for scanning purposes)
No Parties Present	If this box is selected, a line will print in the minute entry stating no parties present.
Reporter	This field is used to enter the name of the court reporter if present.
Tape	Defined by court location(some use video, CD's and/or tapes.
Telephone Conference	This indicates one or more parties are appearing telephonically.
Type of Recording Device	Audio, Video, CAT/CIC (used when a court reporter is present) <b>If there is a court reporter, do not record hearing on tape or video.</b>
Type of Signature	This will place a signature line on the minutes if a judge or clerk is to sign them. If left blank then no signature line will be added. (Once selected it will remain until it is changed).

3. Select the **Parties Present** button. The following screen will appear.

## CIVIL IN COURT

Case: 050000131 Contracts

Name: GOODBAR, LOOKING

Parties assigned to the case		Attorneys assigned to the case	
LOOKING GOODBAR	DEF	K A. CHELSEA	DEF
NUTTY MONDS	PLA	B B. JOSEPH	PLA

Parties Present

Buttons: Add unassigned parties, Select, Attach Attorney, Enter, Add unassigned attorneys, Remove party present, Exit

Double click on the parties that are present for the hearing. **Attach Attorney** if necessary. (See *Attach Attorney procedure*.)

- A. To add a party that appeared just for this hearing/trial.  
 Select- **Add Unassigned Party**. Type in the person's name.  
 Then select the title of the Party in the drop down box.

Case: 050000131 Contracts

Name: GOODBAR, LOOKING

Parties assigned to the case		Attorneys assigned to the case	
LOOKING GOODBAR	DEF	K A. CHELSEA	DEF
NUTTY MONDS	PLA	B B. JOSEPH	PLA

Parties Present

ALMOND, JOY

Dropdown menu options: Personal Rep, Minor Child, Now Known As, Officer 1, Officer 2, Other Party, Payee, Payor, Personal Rep

Buttons: Add unassigned parties, Select, Attach Attorney, Enter, Add unassigned attorneys, Remove party present, Exit

- B. To add an attorney that appeared just for this hearing/trial.

## CIVIL IN COURT

Select- **Add Unassigned Attorney**. Find attorney and select the party being represented.

Bar Num	Bar State	Last Name	First Name	Address 1
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Bar Num	Bar State	Last Name	First Name	Address 1
4	UT	AADNESEN	GRANT C	170 SOUTH WEST TEMPLE #120
5	UT	AAGARD	DAVID T	1617 E HIGH OAKS LN
11	UT	ABLES	WENDELL P	255 EAST 400 SOUTH #150
17	UT	ADAMS	JOHN S.	PARKVIEW PLAZA
19	UT	ADAMS	ORVAL W. JR	1623 HILLBROOK ROAD
29	UT	AFFLECK	GORDON BURT	BROADCAST HOUSE
32	UT	ANDREA	C A	2 N MEDICAL DRIVE
42	UT	ALLEN	DON B	POB 45385
44	UT	ALLEN	FRANK J.	77 WEST 2ND SOUTH, SUITE 200
46	UT	ALLEN	JOHN H	350 SOUTH MAIN STREET
50	UT	ALLEN	SCOTT D.	4631 LEDGEMONT DRIVE
61	UT	ALLRED	WARREN D.	1425 EAST WASHAKIE CIRCLE
63	UT	ALSTON	QUENTIN L. R.	231 EAST 400 SOUTH
65	UT	ALVORD	GREGG I.	FIRST INTERSTATE PLAZA #1500

Which party is this attorney representing?

PRP

Enter

Adding an unassigned attorney does not attach the attorney to the case.

4.

## CIVIL IN COURT

Select **Hearing/Trial** at the top of this screen.

The screenshot shows a software window titled "Civil Hearing/Trial". It contains several input fields and buttons. At the top, there are fields for "Case" (050000131) and "Contracts". Below that is a "Name" field with the text "MONDS, NUTTY vs. GOODBAR, LOOKING". There are two radio buttons: "Hearing" (which is selected) and "Trial". To the right of these are a "Type" dropdown menu and a "Description" text field. Below these are "Select Event", "Party Type", "Parties", and "Attorneys" dropdown menus. There is a checkbox labeled "Insert Time on new row" which is currently unchecked. Below that is an "Incourt Text" dropdown menu. At the bottom of the form area, there are columns for "Time", "Tape", and "Count". Below the form area is a "Spell Check" button. At the very bottom, there are several buttons: "Punitive Awards", "Exhibit", "Delete Line", "New Line", "Enter", and "Exit".

- A. In the **Hearing/Trial** box, select **Trial**. The Trial button must be selected in order for these options to appear. In the **Type** box select:
  1. **Bench trial** (if case is being heard by a judge)
  2. **Jury trial** (if a jury will hear the case)
  3. **Trial de novo** (if the case is on appeal from a Justice court).
- B. There are other boxes in this screen  
**Select Event, Party Type, Parties, Attorneys and In-court Text.**  
These can be used and the appropriate information selected. This is not necessary to complete a minute entry.
- C. Select **New Line**. (If **insert time on new row** has been selected the time will automatically appear in the first box to the left of the new line).

Use a new line to record the time and each important event that takes place during a trial. For all trials, keep track of each witness that is sworn and examined, which party the witness is being examined in behalf of, any motions made, rulings on the motions and the exhibits received. If the trial is a jury trial, note the time the jury is sworn, excused to deliberate and returns with verdict.

- D. A separate exhibit sheet needs to be prepared for the exhibits. (See exhibit procedure.)
- E. If a trial is not completed at the end of the day, the last entry should be the date and time the trial is continued to.
- F. At the bottom of the screen is a **punitive awards** box. This is to be selected and completed when punitive damages over \$20,000 are

## CIVIL IN COURT

awarded in a civil case.

- G. When the minute entry is completed select **spell check** to correct any spelling errors.
- H. When **Enter** is selected the individuals present screen will display. unless zero is selected in the Copies of Minutes box, the minute entry will be sent to the print index.

Delete Line	Entire line (box) will be deleted
Description	Overrides the title in the type box to customize title of hearing
Enter	Click when screen is complete
Exhibit	Goes to screen to prepare exhibit list
Exit	Exits minute entry. By selecting yes, minute entry is saved. By selecting no, minute entry is deleted.
In Court Text	Predefined texts that can be selected as a shortcut for minute entry text
Insert Time On New Row	Automatically inserts time when new line is selected
New Line	Creates a new line or paragraph in minute entry text
Parties	Drop down box that allows selection of party names. This will insert the name of party in the minute entry.
Party type	Drop down box that allows for selection of a party type. This will insert the party type in the minute entry.
Punitive Awards	Enter amounts of punitive damages awarded in case
Select Event	Predefined phrases that can be selected for shortcuts
Spell Check	Selected to check for spelling errors